

# **IVINGHOE OLD SCHOOL COMMUNITY HUB CONSTITUTION**

## **1. NAME**

The name of the organisation is called  
**IVINGHOE OLD SCHOOL COMMUNITY HUB** (hereinafter called the  
'Hub')

## **2. OBJECTIVES**

To further or benefit the residents of Ivinghoe and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of above objects.

## **3. MEMBERSHIP**

Membership shall be open to all local residents, but only members over the age of eighteen shall be permitted to vote at General Meetings.

## **4. GOVERNANCE**

Officers

- a) The Hub shall have the following Officers  
Chairman, Vice Chairman (optional), Treasurer and Secretary
- b) The first Officers shall be appointed by the Steering Group and introduced at a Public Meeting. Other persons may be proposed at the meeting and elections shall be held as necessary.
- c) Officers shall serve for a period of one year when after each shall be eligible for re-election. The election and re-election shall take place at an Annual General Meeting.

## **5. MANAGEMENT COMMITTEE**

- a) The Hub shall be governed by a Management Committee (hereinafter referred to as the Committee) comprising the Officers and up to eight other ordinary members to whom may be assigned particular responsibilities for the proper management and operation of the Hub in order that Ivinghoe Old School Community Hub may meet its stated objects.
- b) Such members shall be given suitable titles and their area of responsibility shall be determined by the Committee and may be altered as needs dictate
- c) The first committee members shall be appointed by the Steering Group and introduced at a Public Meeting. Other persons may be proposed at the meeting and elections held as necessary.
- d) Committee Members shall serve for a period of one year when after each shall be eligible for re-election. Such election and re-election shall take place at an Annual General Meeting

- e) A committee member may retire or resign by writing to the Committee and the retirement or resignation shall be recorded in the Minutes.
- f) The committee shall have the power to co-opt other persons to the Committee as it see fit, provided the maximum number of members is not exceeded (see 5a above).
- g) Sub Committees may be created as the need arises
- h) The Committee shall meet at least four times each year and at least ten clear days notice shall be given in writing.
- i) A quorum of the Committee shall be four including at least one Officer and no business may be transacted with a lesser number.
- k) No person who is a paid employee of the Hub may be elected to the committee or co-opted onto a sub-committee.

## **6. FUNCTIONS OF THE COMMITTEE**

- a) It shall conduct the management of the Hub and shall be empowered to act on its behalf. It shall be accountable to the Hub to which it shall report at Annual General Meetings.
- b) It shall ensure that the Hub complies with all legal obligations which its activities attract in statute, common and charity law.

## **7. RESPONSIBILITIES OF THE COMMITTEE**

In furtherance of the stated Objectives but not otherwise and in addition to their Functions and Financial Responsibilities the Committee shall also have the following responsibilities:

- a) To carry on trade insofar as it is undertaken in the course of achieving the stated Objectives.
- b) To co-operate and collaborate with voluntary bodies operating in similar fields and to exchange information and advice and with statutory authorities whose jurisdiction extends to activities within the Hub.
- c) To take on lease or in exchange or hire or otherwise acquire any property and any rights and privileges necessary for attainment of the stated Objectives and to construct, maintain and alter and buildings or erections as may be necessary.
- d) To obtain such consents as may be required by law, to sell lease or otherwise dispose of any or all of the assets of the Hub contained within Ivinghoe Old School.
- e) To arrange and provide for, or join in arranging and providing for the holding of exhibitions, meetings, workshops, seminars, training courses and similar events.
- f) To do all such other lawful things as are necessary for the attainment of the stated Objectives.
- g) To borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed.

## **8. FINANCIAL RESPONSIBILITIES OF THE COMMITTEE**

- a) The committee is empowered to commit such expenditure during the Hub's financial year that will leave a credit balance in the Hub's funds.
- b) It shall comply with all obligations with regard to (1.) keeping of accounting records, (2.) preparation of annual statements of accounts for each financial year which shall be from 1 April to 31 March the following year (3.) independent examination of the statements of

account.

- c) It shall establish and operate both current and interest bearing accounts in the name of the Hub providing that any cheque drawn on such accounts shall be signed by at least two signatories authorised by the Committee.
- d) It may raise funds and invite and receive contributions from any source whatsoever by way of subscription, donation or otherwise.
- e) All monies at any time belonging to the Hub and not required for immediate application for the stated Objectives shall be invested by the Committee in such investments, securities or property as may think fit.

## **9. HOLDING TRUSTEES**

The Committee shall appoint not less than two suitable Members to be known as Holding Trustees, to sign legal documents as necessary. Appointment and authorisation shall be by way of letter signed by the Chairman.

## **10. ELECTIONS**

- a) Nominations shall be made to the Secretary at least seven days before the Annual General Meeting in writing supported by a seconder. The consent of the nominee having been first obtained. Should more than one candidate be nominated for any post an election shall be held.
- b) No person who is disqualified from acting as a charity trustee is eligible to be elected to the Management Committee.
- c) No person who is in the paid employment of the Hub may be elected to the Management Committee.

## **11. VOTING**

- a) At all Hub meetings when a vote is taken each individual Member shall be entitled to cast one vote. In the event of a tie the Chairman shall have a casting vote.
- b) Voting shall be by way of show of hands except for amendments to this Constitution for which see Clause 16.
- c) All voting shall be by show of hands except that in elections it shall be by secret ballot.

## **12. MINUTES**

- a) Proper and accurate Minutes shall be kept of all General Committee and Sub-Committee meetings in a book or folder provided for the purpose to ensure their preservation. Electronic recording will not satisfy this latter requirement.
- b) Any such Minutes signed by the Chairman, Vice Chairman or Acting Chairman of any meeting shall be conclusive evidence of the matters stated in such Minutes.

## **13. GENERAL MEETINGS**

- a) An Annual General Meeting shall be held once in every year but not more than fifteen months shall elapse between such meetings. At least three weeks notice in writing shall be given to all Members via the local press and parish notice boards.
- b) Only the following business shall be transacted:
  - 1.) Minutes of the previous Annual General Meeting or any Special General Meeting

- 2.) Election of Officers and Committee Members for the following year.
- 3.) Receipt of the independently examined accounts for the previous year and a report thereon by the Treasurer.
- 4.) The appointment of an independent examiner for the forthcoming year
- 5.) Receipt of reports on the previous year by the Chairman and Committee Members.
- 6.) SPECIAL GENERAL MEETINGS of the Hub shall be called by the Secretary in addition to Annual General Meetings as necessary when either the Chairman sees fit or if any eight Members request the Secretary so to do.
- 7.) At least three weeks notice in writing of all such Meetings shall be given to all Members of the Hub. Such notice shall state the reason for calling the meeting.
- 8.) Venue for General Meetings. Annual and Special General Meetings shall be held in a place convenient to as many Members as possible, subject to availability and overall cost.
- 9.) The quorum for a General meeting shall be fifty members or 5% of the total Membership, whichever shall be the greater

#### **14. EXPENSES OF ADMINISTRATION**

Out of the monies received by the Hub the Committee shall pay all proper expenses of administration and management of the Hub, including work on Ivinghoe Old School, and shall use the residue of such monies as it thinks fit for or towards the stated Objectives.

#### **15. REMUNERATION**

Other than provided for in Clause 14 above, no Member of the Hub shall receive any remuneration for voluntary services.

#### **16. AMENDMENTS**

- a) This Constitution may only be amended by a Resolution passed by not less than two thirds of those Members attending and voting at a General Meeting.
- b) The notice of such General Meeting must include notice of the Resolution, setting out in full the terms of the amendment or amendments proposed.
- c) No amendment may be made to Clause 1 and 2 above without the prior consent in writing of the Charity Commissioners.
- d) No amendment may be made which would have the effect of making the charity cease to be a charity at law.

#### **17. MANAGEMENT COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED**

Except with the prior written consent of the Charity Commissioners no member of the Management Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

#### **18. WINDING UP**

In the event of the winding-up of the Hub, the available funds shall be transferred to such one or more bodies having Objectives similar or

reasonably similar to those herein before declared as may be chosen by the Committee and approved by Members voting at a General Meeting and approved by the Charity Commission for England and Wales.

The foregoing Constitution was formerly adopted at the Inaugural General Meeting of the IVINGHOE OLD SCHOOL COMMUNITY HUB held on 25<sup>th</sup> May 2012, as amended in red at the Annual General Meeting dated 21<sup>st</sup> August 2013, and further amended in green at the Special General Meeting dated 24<sup>th</sup> February 2016.

Chairman.....Date.....

Secretary.....Date.....